



St Francis Links Homeowners Association

Registration No. 2006/017273/08
P.O. Box 159, St Francis Bay, 6312, South Africa.
Tel: 042 200 4500 | 083 285 7166
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Prior to submitting any concept designs, a completed and signed CLIENT'S/OWNER'S OBLIGATIONS, REQUIREMENTS AND PROCEDURES form (obtainable from the HOA) must be submitted to the HOA. Thereafter, submission of the plans may proceed.

Date of application:

PLAN APPROVAL APPLICATION

This document must be completed in full by the Designer and must be submitted with the drawings and all supporting documentation. Incomplete documentation will result in the application not being processed and returned to the Designer.

Full Names of Registered Owner:

Full contact details of Registered Owner (Postal address/Fax/Cell/E-mail):

Nature of Proposal: Please ☒ the applicable box (i.e. NEW and SINGLE DWELLING for a new dwelling application)

☐ NEW ☐ ALTERATIONS ☐ DEVIATIONS ☐ SWIMMING POOL ☐ MINOR BUILDING WORK

Erf Number : Street Address:

TOWN PLANNING CONTROLS *to be completed by Designer*

AREAS:

SITE AREA: M² NUMBER OF STOREYS: PROPOSED HEIGHT (ngl to roof plate):

PERMISSABLE F.A.R.: ACTUAL F.A.R.: RELAXATION REQUIRED: YES / NO

PERMISSABLE COVERAGE: ACTUAL COVERAGE: CONSENT REQUIRED: YES / NO

BASEMENT FLOOR AREA: M² GROUND FLOOR AREA: M² FIRST FLOOR AREA: M²

SECOND FLOOR AREA: M² LOFT ROOM AREA: M² TOTAL FLOOR AREA: M²

AREA EXCLUDED FROM F.A.R. AND COVERAGE:

GARAGE: M² VERANDAH: M² DECKS: M²

BUILDING LINES AND SERVITUDES:

FRONT (ROAD FACING): SIDE 1 (LEFT): SIDE 2 (RIGHT): REAR:

WHAT SERVITUDES ARE ON THE SITE:

SPECIAL CONDITIONS OR RESTRICTIONS: (As described in Sales Agreement and Title Deeds)

Have you attached the following: ☐ Copy of the Title Deeds ☐ Energy Calcs or Rational Design Report ☐ Contour Plan & Beacon Cert
☐ Motivation for relaxation ☐ Consent Letters ☐ Plans in A1 format? (Please ☒ applicable box)

BUILDING PLANS & SDP CHECK LIST *to be completed by Designer*

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|---|---|
| | ☒ ☒ |
| 1. SUBMITTING 1 SET OF DRAWINGS IN A1 FORMAT, FOLDED AND SIGNED BY DESIGNER & OWNER. | ☐ ☐ |
| 2. HAS THE OWNER ALSO SIGNED ALL OF THE LINKS SUBMISSION DOCUMENTS WHERE INDICATED? | ☐ ☐ |
| 3. ARE DRAWINGS COMPLIANT WITH SANS-A, A5 TO A8? (size of text, finishes colour) | ☐ ☐ |
| 4. IS PLAN APPROVAL APPLICATION FORM FILLED IN AND SIGNED BY OWNER AND DESIGNER? | ☐ ☐ |
| 5. MINIMUM FONT SIZE ON ALL PLANS TO BE 2MM | ☐ ☐ |
| 6. ALL APPLICABLE DOCUMENTATION BEING SUBMITTED WITH THE APPLICATION | |
| • COPY OF TITLE DEEDS. | ☐ ☐ |
| • LETTER OF PROXY IF APPLICABLE. | ☐ ☐ |
| • COPY OF OWNER'S ID (AS PER Title Deeds) | ☐ ☐ |
| • COPY OF SACAP FORMS. | ☐ ☐ |
| • COPY OF ENERGY CALCULATIONS PROVIDED (windows, doors, roof lights, electrical loads, insulation) or | ☐ ☐ |
| • COPY OF RATIONAL REPORT | ☐ ☐ |
| • COPY OF CERT. OF COMPETENT PERSON ATTENDING SANS ENERGY EFFICIENCY COURSE? | ☐ ☐ |
| • COPY OF SURVEYOR'S BEACON CERTIFICATE AND CONTOUR PLAN | ☐ ☐ |

DRAWING TITLE INFORMATION.

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|--|---|
| 1. PROJECT DESCRIPTION (INCL NAME & CONTACT DETAILS OF DRAUGHTSPERSON AND OWNER) | ☐ ☐ |
| 2. SITE AREA AND NAME AS PER TITLE DEED | ☐ ☐ |
| 3. DESIGNER'S SACAP REGISTRATION NO. AND PROFESSIONAL INDEMNITY DETAILS | ☐ ☐ |
| 4. ERF NO AND STREET ADDRESS | ☐ ☐ |
| 5. 2 X SPACES (11CM X 7CM) FOR SFL HOA AND KOUGA STAMP | ☐ ☐ |

TOWN PLANNING CONTROLS.Identify height restriction 7.3m ☐ or 8.5m ☐

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|---|---|
| 1. HAS A TOPOGRAPHICAL AND CADASTRAL SURVEY BEEN DONE BY PROF. LAND SURVEYOR? | ☐ ☐ |
| 2. DOES THE SUBMISSION COMPLY WITH THE SFLHOA TOWN PLANNING CONTROLS? | |
| • FAR AND COVERAGE? | ☐ ☐ |
| • HEIGHT ABOVE NATURAL OR CUT LEVEL 7.3 OR 8.5 AS APPLICABLE? | ☐ ☐ |
| • ROAD RESERVE NOT TO BE ALTERED? | ☐ ☐ |
| • PARKING REQUIREMENTS (incl space for visitor vehicle)? | ☐ ☐ |
| • SECOND DWELLING IDENTIFIED? | ☐ ☐ |
| • ENCROACHMENT OVER BUILDING LINES OR SERVITUDES | ☐ ☐ |
| • IDENTIFICATION OF ANY POSSIBLE HOA SERVICES ENCROACHING ONTO PROPERTY? | ☐ ☐ |
| • ARE NEIGHBOURING BOUNDARIES COMPROMISED BY EXCAVATIONS? | ☐ ☐ |
| • WATER METER MAY NOT BE EMBEDDED IN PAVING OR PAVED DRIVEWAY | ☐ ☐ |

CONCEPT DESIGN.

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|---|---|
| 1. DOES THE SUBMISSION COMPLY WITH THE OBJECTIVES OF THE DESIGN GUIDELINES? | ☐ ☐ |
| • ST FRANCIS LINKS ESTATE DESIGN / ARCHITECTURAL ETHOS | ☐ ☐ |
| • PRIMARY AND SECONDARY ROOF? | ☐ ☐ |
| • NORTH ORIENTATION AND RECOGNITION OF PREVAILING WINDS? | ☐ ☐ |
| • IS RELATIONSHIP OF HOUSE TO GARAGE, LINKED VISUALLY, PER GUIDELINES? | ☐ ☐ |
| • A STREET SCAPE ELEVATION, INCL LANDSCAPING MUST BE PROVIDED | ☐ ☐ |

SITE INFORMATION.

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| 1. IS THE WHOLE SITE SHOWN ALONG WITH ADJOINING PROPERTIES? | ☐ ☐ |
| 2. IS THE NORTH POINT CORRECTLY INDICATED? | ☐ ☐ |
| 3. ARE THE SITE AND SETTING OUT DIMENSIONS SHOWN? | ☐ ☐ |

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| 4. | ARE THE SITE CORNER PEG LEVELS AND CO-ORDINATES SHOWN? | ☐ ☐ |
| 5. | IS THE LOT NUMBER AND STREET NAME AND NUMBER INDICATED? | ☐ ☐ |
| 6. | IS THE SITE AREA, BUILDING AREA, FAR AND COVERAGE SCHEDULED? | ☐ ☐ |
| 7. | ARE ALL SERVICES SHOWN AND IDENTIFIED. (Telkom; Electrical; Water; Sewer; Storm Water; Irrigation; Etc.) | ☐ ☐ |
| 8. | IS ALL STREET FURNITURE AND SIGNAGE INDICATED AND IDENTIFIED? (Light Poles; Kiosks; Signs; Etc.) | ☐ ☐ |
| 9. | ARE ALL SERVITUDES SHOWN AND IDENTIFIED? | ☐ ☐ |
| 10. | IS THE PERCENTAGE FLAT ROOF / SOLARIUM ROOF SHOWN (not to exceed 20% in total) | ☐ ☐ |
| 11. | ARE ALL BUILDING LINES CORRECTLY SHOWN AND IDENTIFIED? | ☐ ☐ |
| 12. | ARE ALL HARDENED SURFACES SHOWN AND SPECIFIED INCLUDING DRIVEWAYS (and paving size)? | ☐ ☐ |
| 13. | ARE MOTOR CAR, PEDESTRIAN GATES, AND BOUNDARY WALLS SHOWN? | ☐ ☐ |
| 14. | IS A SWIMMING POOL SHOWN, WITH FENCING AND SELF-CLOSING GATES DETAILED? | ☐ ☐ |
| 15. | ARE 2 X 110mm SLEEVES INDICATED UNDER DRIVEWAY IN VERGE AREA? | ☐ ☐ |
| 16. | ARE THE CONTOURS, BENCHMARK AND LEVELS PROVIDED? | ☐ ☐ |
| 17. | ARE THE DRIVEWAY ROAD LEVELS GRADIENT AND FINISHES SHOWN? | ☐ ☐ |
| 18. | IS A FIRE HOSE REEL PROVIDED AND SPECIFIED WITH DEDICATED SUPPLY? | ☐ ☐ |
| 19. | HAVE YOU INCLUDED DRAINAGE LONG SECTIONS? | ☐ ☐ |

ROOF PLANS.

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| 1. | IS GRADIENT OF ALL ROOFS SHOWN? (Primary / Secondary / Flat Roofs / Solariums / Pergolas) | ☐ ☐ |
| 2. | IS ROOF OVERHANG DIMENSIONED? | ☐ ☐ |
| 3. | ALL MATERIALS AND COLOURS SPECIFIED ON ALL ITEMS IN 1. ABOVE (incl timber grade)? | ☐ ☐ |
| 4. | ARE GUTTERS (seamless) FASCIA'S, BARGEBOARDS AND FLASHINGS SPECIFIED AND DETAILED? | ☐ ☐ |
| 5. | DOES CHIMNEY HEIGHT COMPLY WITH SANS REGULATION? | ☐ ☐ |
| 6. | ARE SKY LIGHTS (flat) COMPLIANT WITH SANS REGULATIONS? | ☐ ☐ |
| 7. | CLARIFY ORDER OF PLACING ROOF INSULATION AND SISALATION | ☐ ☐ |
| 8. | ARE SOLAR PANELS AND THEIR PURPOSE SPECIFIED? | ☐ ☐ |
| 9. | HAS A STORM WATER MANAGEMENT PLAN BEEN SUBMITTED?
(Include complete sub-surface drainage plan, outlet and soak away positions, run-offs from hardened surfaces etc). Note: in certain locations, the HOA may request a detailed engineers report and plan for implementation | ☐ ☐ |

GROUND FLOOR PLANS.

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| 1. | ARE ALL INTERNAL AND EXTERNAL LEVELS INDICATED? | ☐ ☐ |
| 2. | LINTELS: MORE THAN 3M SPAN, SPEC "TO ENGINEER" | ☐ ☐ |
| 3. | ARE ALL ROOMS ANNOTATED AND SIZED TO BE FIT FOR PURPOSE? | ☐ ☐ |
| 4. | IS SEWER RUN SHOWN ALONG WITH LEVELS AND CONNECTION TO MAINS SHOWN? | ☐ ☐ |
| 5. | WILL ANY MECHANICAL EQUIPMENT NOISE DISTURB THE NEIGHBOURS? | ☐ ☐ |
| 6. | ARE ALL BOUNDARY AND SCREEN WALLS SHOWN AND SPECIFIED? | ☐ ☐ |
| 7. | ARE ALL BOUNDARY, SERVITUDE, AND BUILDING LINES SHOWN AND IDENTIFIED? | ☐ ☐ |
| 8. | ARE WINDOW AND DOOR NUMBERS REFERENCED WITH ELEVATIONS? | ☐ ☐ |
| 9. | IS POSITION OF GAS BOTTLES COMPLIANT WITH SANS (also show gas run)? | ☐ ☐ |
| 10. | IS POOL BACKWASH CONTAINED AND DISPERSED ON SITE INTO SOAK AWAY? | ☐ ☐ |
| 11. | ARE RAINWATER DOWNPIPES SHOWN ALONG WITH MANAGEMENT OF RUNOFF? | ☐ ☐ |
| 12. | HAS REFUSE HOLDING AREA AND COMPLIANT SIGNAGE AT ENTRANCE BEEN DETAILED? | ☐ ☐ |
| 13. | HAS KITCHEN DRYING YARD BEEN SCREENED FROM NEIGHBOURS? | ☐ ☐ |
| 14. | FIRE DOOR BETWEEN GARAGE AND MAIN HOUSE? | ☐ ☐ |
| 15. | ARE WATER STORAGE TANKS ON PLAN AND OUT OF VIEW? (specify size, colour and position) | ☐ ☐ |
| | a. Tanks fed from below using UPVC pressure pipes (show the run)? | ☐ ☐ |
| | b. Tank overflow shown? | ☐ ☐ |
| 16. | IS WATER RETICULATION INDICATED? | ☐ ☐ |
| 17. | SAFETY GLASS REQUIREMENT FOR BATHROOMS MET? | ☐ ☐ |
| 18. | IS THE FLOOR FINISH SPECIFIED? | ☐ ☐ |

FIRST FLOOR PLANS.

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| 1. | ARE ALL LEVELS INDICATED? | ☐ ☐ |
| 2. | ARE DIMENSIONS SUFFICIENT TO SET OUT AND CONSTRUCT THE BUILDING SHOWN? | ☐ ☐ |
| 3. | ARE ALL ROOMS ANNOTATED AND FIT FOR PURPOSE? | ☐ ☐ |
| 4. | IS POSITION AND HEIGHT OF GEYSER, HEAT PUMP OR SOLAR HEATER INDICATED? | ☐ ☐ |
| 5. | IS WATER RETICULATION INDICATED? | ☐ ☐ |
| 6. | ARE WINDOW AND DOOR NUMBERS REFERENCED WITH ELEVATIONS? | ☐ ☐ |
| 7. | ARE STAIR RISERS AND TREADS SPECIFIED? | ☐ ☐ |
| 8. | HAVE FALLS TO EXTERNAL FLAT ROOFS AND BALCONIES BEEN INDICATED? | ☐ ☐ |
| 9. | HAS HEIGHT AND MATERIAL DETAIL OF BALUSTRADING BEEN SPECIFIED? | ☐ ☐ |
| 10. | ARE SEWER PIPES CONCEALED IN DUCTS AND NOT VISIBLE, EXTERNALLY? | ☐ ☐ |
| 11. | ARE DOUBLE VOLUMES IDENTIFIED AND PROTECTION PROVIDED AGAINST FALLING? | ☐ ☐ |
| 12. | IS DOOR HEADROOM SUFFICIENT ADJACENT TO EXTERNAL WALLS? | ☐ ☐ |
| 13. | SAFETY GLASS REQUIREMENT FOR BATHROOMS MET? | ☐ ☐ |
| 14. | IS THE FLOOR FINISH SPECIFIED? | ☐ ☐ |

ELECTRICAL LAYOUT PLANS.

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| 1. | ARE ALL ELECTRICAL COMPONENTS SHOWN? (e.g. geyser, light fittings, plug points, SPLIT DB) | ☐ ☐ |
| 2. | IS POSITION AND HEIGHT OF AIRCON, GEYSER, HEAT PUMP OR SOLAR HEATER INDICATED? | ☐ ☐ |
| 3. | IS WATER RING MAIN RETICULATION INDICATED? | ☐ ☐ |
| 4. | ARE SOLAR PANELS AND THEIR PURPOSE INDICATED? | ☐ ☐ |
| 5. | IF SSEG (PV) INSTALLATION IS INTENDED, HAS APPLICATION BEEN SUBMITTED? (refer policy) | ☐ ☐ |
| 6. | IS THE TELKOM/FUTURE FIBRE CONDUIT SHOWN INTO THE HOME? | ☐ ☐ |
| 7. | SHOW ANY OTHER ALTERNATE ENERGY SUPPLIES | ☐ ☐ |
| 8. | PROVIDE FOR TELEPHONE / INTERNET POINT CONDUIT AND RECEPTION DEVICE LOCATION? | ☐ ☐ |
| 9. | INDICATE GAS WATER HEATER CAPACITY (if applicable) (litres per minute)? | ☐ ☐ |

ELEVATIONS.

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| 1. | ARE ALL THE ELEVATIONS PROVIDED? | ☐ ☐ |
| 2. | DO THE ELEVATIONS RELATE TO THE NORTH POINT, SITE PLAN, AND FLOOR PLANS? | ☐ ☐ |
| 3. | ARE ALL EXTERNAL FINISHES AND COLOUR SPECIFIED? (plinth, walls, roof, cills, balustrading, gates.) | ☐ ☐ |
| 4. | IS ALL EXTERNAL MECHANICAL PLANT SHOWN? (external geysers, aircons, heaters, pool pumps etc) | ☐ ☐ |
| 5. | SHOW ALL SCREEN AND BOUNDARY WALLS AND SPECIFY (show as dotted line on elevations) | ☐ ☐ |
| 6. | SHOW ALL BOUNDARY, SERVITUDE, AND BUILDING LINES AND IDENTIFY | ☐ ☐ |
| 7. | SHOW ALL NATURAL, CUT AND FINISHED GROUND LINES | ☐ ☐ |
| 8. | DO ALL WINDOWS AND SHUTTERS COMPLY WITH THE GUIDE LINES? | ☐ ☐ |
| 9. | DO CHIMNEY STACKS COMPLY WITH BOTH SANS AND THE GUIDE LINES? | ☐ ☐ |
| 10. | ARE THE GRADIENTS OF BANKS ACCEPTABLE? | ☐ ☐ |
| 11. | SHOW ALL RETAINING STRUCTURES AND SPECIFY? (walls, gabions, pole structures?) | ☐ ☐ |
| 12. | SHOW SAFETY BARRIERS REQUIRED FOR PROTECTION AGAINST FALLING | ☐ ☐ |
| 13. | ARE WINDOW AND DOOR NUMBERS REFERENCED TO PLANS, SCHEDULES AND ENERGY CALCS? | ☐ ☐ |
| 14. | SHOW HEIGHT OF BUILDING ABOVE BOTH NGL AND CUT LINE | ☐ ☐ |

SECTIONS.

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|----|---|---|
| 1. | DO THE SECTIONS RELATE TO THE SECTION LINES ON THE PLANS? | ☐ ☐ |
| 2. | SHOW ALL NATURAL, CUT AND FINISHED GROUND LINES AND IDENTIFY | ☐ ☐ |
| 3. | SHOW FLOOR LEVELS AND RELATE TO THE FLOOR AND SITE PLANS | ☐ ☐ |
| 4. | SHOW ALL HEIGHT DIMENSIONS (NGL TO ROOF PLATE; NGL TO ROOF RIDGE) | ☐ ☐ |
| 5. | SHOW BOUNDARIES, SERVITUDES AND BUILDING LINES AND IDENTIFY | ☐ ☐ |

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| 6. | HAS IMPACT ON NEIGHBOURS PROPERTIES REGARDING CHANGE IN LEVEL BEEN RESOLVED? | ☐ ☐ |
| 7. | SHOW DRIVEWAY SECTION WITH ENTRANCE LEVELS AND DRIVEWAY GRADIENTS | ☐ ☐ |
| 8. | ARE FOUNDATIONS, DPC'S WPM'S AND FOUNDATION WALL INSULATION SHOWN AND SPECIFIED? | ☐ ☐ |
| 9. | ARE BOUNDARY WALL FOUNDATIONS ON BOUNDARY OFFSET? (cannot encroach) | ☐ ☐ |
| 10. | HAS HEIGHT OF BUILDING ABOVE BOTH NGL AND CUT LINE BEEN INDICATED AS COMPLIANT? | ☐ ☐ |
| 11. | IS COMPOSITION OF SANS COMPLIANT CEILING INSULATION CLEARLY DETAILED AND SPECIFIED? | ☐ ☐ |
| 12. | SHOW THE SECTION LINES ON THE SECTIONS | ☐ ☐ |
| 13. | SHOWN THE FLOOR TO CEILING HEIGHTS | ☐ ☐ |

DOOR AND WINDOW SCHEDULE.

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|----|---|---|
| 1. | ARE SCHEDULES CLEARLY REFERENCED TO PLANS, ELEVATIONS AND ENERGY CALCULATIONS | ☐ ☐ |
| 2. | ARE FINISHES AND COLOURS SPECIFIED ON THE SCHEDULES, PER GUIDELINES? | ☐ ☐ |
| 3. | ARE GATES AND THE GARAGE DOOR DETAILED? | ☐ ☐ |
| 4. | ALUMINIUM & GLAZING SPECIFIED ON PLAN? | ☐ ☐ |
| 5. | SAFETY GLASS REGULATIONS ADHERED TO (especially bathrooms)? | ☐ ☐ |
| 6. | IF RATIONAL DESIGN, HAS COPY OF REPORT BEEN PROVIDED? | ☐ ☐ |
| 7. | PROVIDE LIGHT AND VENTILATION SCHEDULE PER ROOM | ☐ ☐ |

STATUS REPORT AND OFFICIAL SFLHOA COMMENTS <i>To be completed by SFLHOA</i>
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Date Received by B.C. Manager:	Date application was Approved:
Date 1 st Referral and Collected:	Date 1 st Resubmission Received:
Date 2 nd Referral and Collected:	Date 2 nd Resubmission Received:
Date 3 rd Referral and Collected:	Date 3 rd Resubmission Received:
LEVIES CHECKED AND CORRECT: YES / NO	PAYMENT CONFIRMED: YES / NO

BUILDING LEVIES PAYABLE TO THE SFLHOA (REFER TO THE CURRENT BUILDING LEVY SCHEDULE FOR DETAIL)

Billing One: The SFLHOA will issue an invoice for the design review and other levies due upon plan submission.

Billing Two: The maintenance, damage and security levies are valid for 6 months from site handover date and should building continue past 6 months, are billed in advance per 2 months, from the 7th month onwards. These amounts, along with the connection and Site Handover Certificate levies are payable prior to site handover.

Billing Three: Following completion of the build (which involves inspections as well as the submission of the necessary certificates), the final billing will take place (single dwelling as-built inspection, amendment/deviation levies, the ottobin, final landscape plan and any outstanding penalty levies). Once the HOA issues the Completion Certificate, the as-built submission to the Local Authorities at the Municipality can take place for their Occupation Certificate.

All levies are charged to the Client's (owner's) levy account.

I have checked the attached drawings, check list and documentation and declare that all requirements have been met. With the registered owner's (client's) permission, I hereby submit this application to SFLHOA for review and approval.

Designer's Name: Signature of Accredited Designer:

Owner's Name: Signature of Registered Owner:

Date: